

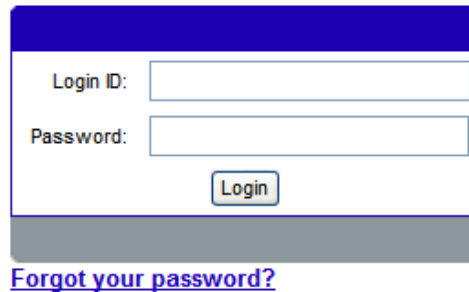
Adding Attachments to Vendor Profile

Quick Reference Guide

In order to do business in the County, you may be required to provide specific documents such as insurance certificates for validation by various County staff. This information can be uploaded to your vendor profile for record with the County. To do this, you must first have completed the registration process and have your Login ID and Password.

Login

Enter your Login ID and Password into the login screen:



Login ID:

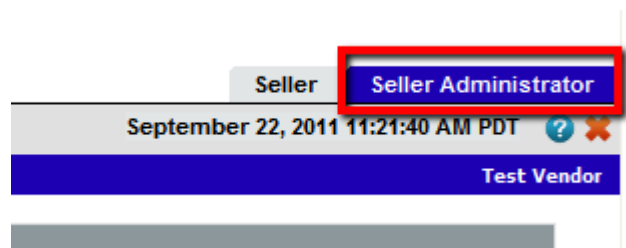
Password:

Login

[Forgot your password?](#)

Select the Correct Profile

Be sure to select the Seller Administrator tab on your profile:



Seller Seller Administrator Test Vendor

September 22, 2011 11:21:40 AM PDT

Navigate to the Upload Feature

Click the box labeled Maintain Organization Information:



Maintenance Home Page for: Rejan's Super Company

General Alerts

Maintain Organization Information

This section is used for maintaining organization information.

Maintain Users on this Account

This section is used to maintain users for the organization.

Add Users on this Account

This section is used to add users to the organization.

Add Associated Organization

This section is used for adding an organization with the same Tax ID.


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Click the box labeled Maintain General Organization Information:

Maintain General Organization Information




This section is used for maintaining general organization information.

Maintain Addresses




This section is used to maintain addresses.

Maintain Commodity Codes & Services




This section is used to maintain commodity codes and services.

Maintain Regions




This section is used to maintain regions.

Maintain Terms and Categories



This section is used to maintain terms and categories.

Maintain Quote Attachment Repository




This section is used to maintain files in the quote attachment repository.

Exit

Select, Upload and Delete Files

Click the browse button to view files on your computer and select the correct one to upload:

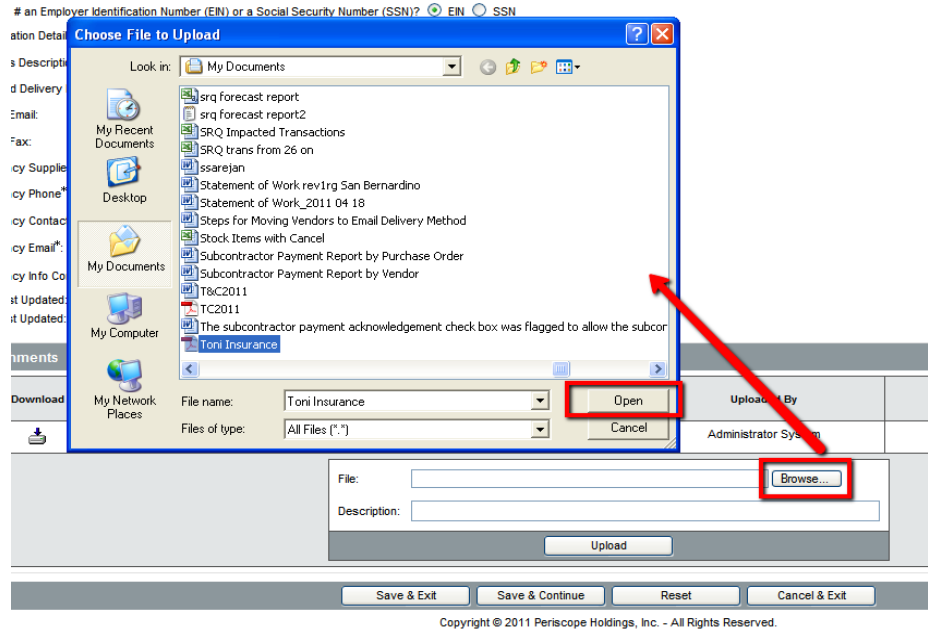
Attachments						
Download	File	Description	Size	Uploaded By	Uploaded Date	Delete
	periscope_logo.png	test insurance	7,844 bytes	Administrator System	09/21/2011 12:44:05 PM	<input type="checkbox"/>
<div style="display: flex; justify-content: space-between;"> <div> <p>File: <input type="text"/></p> <p>Description: <input type="text"/></p> </div> <div style="border: 2px solid red; padding: 2px;"> <p>Browse...</p> </div> </div> <div style="text-align: center; margin-top: 10px;"> <p>Upload</p> </div>						

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Help Desk: (855) 800-5046

Select the correct file on your computer and click open to pull the file back into ePro:



Once you have the file listed, you can add a description and then click **Upload** to add the document to your BuySpeed vendor profile.

Download	File	Description	Size	Uploaded By	Uploaded Date	Delete
	periscope_logo.png	test insurance	7,844 bytes	Administrator System	09/21/2011 12:44:05 PM	<input type="checkbox"/>



File: C:\Documents and Settings\rgiguere\My Documents\Toni Insurance. Browse...

Description: Insurance Certificate

Upload

Save & Exit Save & Continue Reset Cancel & Exit

To remove a file you have added, simply click the delete checkbox next to the appropriate file, then click either **Save & Exit** or **Save & Continue**:

Download	File	Description	Size	Uploaded By	Uploaded Date	Delete
	periscope_logo.png	test insurance	7,844 bytes	Administrator System	09/21/2011 12:44:05 PM	<input type="checkbox"/>
	Toni Insurance.pdf	Insurance Certificate	145,802 bytes	Test Vendor	09/22/2011 11:34:27 AM	<input checked="" type="checkbox"/>

File: Browse...

Description:

Upload

Save & Exit Save & Continue Reset Cancel & Exit